

Project Title	Improving living conditions of rural and urban poor through climate-adaptive and affordable housing technologies and WaSH interventions in Mymensingh and Jamalpur districts in Bangladesh (Project Code: 18006)
Type of Study	Baseline <input type="checkbox"/> Mid-term <input checked="" type="checkbox"/> Final <input type="checkbox"/> Impact <input type="checkbox"/>
HFH Country and Location	Dhaka, Bangladesh
Name and/or organization of the evaluator/s	Habitat for Humanity International- Bangladesh
Study duration	May to July, 2019

1. Background

1.1 Background of the Project

Habitat for Humanity International- Bangladesh is implementing a three-year project which started in January 2018 at Mymensingh and Jamalpur districts in Bangladesh. This multi-year project is funded by the Korea International Cooperation Agency (KOICA). The project aims to improve quality of living conditions through affordable climate-smart housing technology and WaSH interventions. The target group of this project are the vulnerable families of Mymensingh Sadar, Mymensingh Municipality, Jamalpur Sadar and Jamalpur Municipality. So, the project is being implemented in both urban and rural areas of the two districts. The key activities of this project are- Construction of affordable houses, Renovations of the houses, Construct HH sanitary toilets, Install community tube-wells and community water collection points and bathing facilities.

A baseline study was conducted before starting the project. According to the study findings- the community people of rural areas face housing and sanitation problem. The urban slum community people face different problems like, garbage mismanagement, water-logging, flood, fire hazard and variation in micro-climate have heavy impacts on their life and livelihood.

1.2 Project Goal and Outcomes

Goal: Improve quality of living conditions through affordable climate-smart housing technology and WaSH interventions

Outcomes:

1. To enhance community resilience through affordable, climate smart-housing technologies.
2. To increase access to water and sanitation facilities, and improved hygiene practices including Menstrual Hygiene Management (MHM)
3. To strengthen sanitation supply chain to increase access to construction capital

2. Mid-Term Evaluation Design

2.1 Objectives of the study

The overall objective of this Mid-Term Evaluation is to identify key learnings, best practices and outline possible correctives actions that will help in ensuring the achievement of project goals.

Specific Objectives of the Mid-Term Evaluation are:

1. Examine overall project performance based on criteria of relevance, effectiveness, efficiency and sustainability
2. Assess emerging results and/or outcomes and progress towards project goals and Project Design Matrix
3. Identify issues, challenges, lessons and recommendations that surfaced during the implementation of the project to help improve program designing, planning and implementation

2.2 Scope and Focus

The Consultant will focus on:

- the implementation process for achieving the expected results at the outcome and output levels
- the progress as per PDM (Project Design Matrix) indicators
- the lessons learned and develop specific recommendations
- the validity of design, efficiency, and effectiveness.

The consultant is also expected to assess the progress of the project based on the following evaluation criteria:

- **Relevance:** The extent to which the project addressed and aligned to the policies and priorities of Habitat for Humanity, the beneficiaries and the donor
- **Effectiveness:** The extent to which the project attains its objective
- **Efficiency:** Assess whether the most efficiency process has been adopted to achieve project results and objectives
- **Impact:** Looks at the positive and negative changes, either directly or indirectly, produced by the project
- **Sustainability:** Assesses whether the benefits of the project are likely to continue even after the project implementation

2.3 Mid-term Evaluation Study Questions

Objective 1: 1. Examine overall project performance based on criteria of relevance, effectiveness, efficiency and sustainability

Relevance:

- Is the project align to the policies of Habitat for Humanity and KOICA?
- Is the project responsive to the needs of the community/beneficiaries/home partners?
- To what extent did the project ensure community participation? To what extent was the community involved in the beneficiary selection process, design and implementation of interventions?
- To what extent were the issues of gender, disability and child protection have been addressed?

Effectiveness

- To what extent did the project achieve its planned outputs and outcomes?
- To what extent did the project intervention influence the changes and improvements experienced by the beneficiaries?
- What are the present situation of the targeted community considering project PDM (Project Design Matrix) indicators?
- What steps can be taken to improve the project's effectiveness?

Efficiency

- What are the major challenges the project faced? Did this in any way affect the efficiency of project implementation?
- How well have the project's resources, both human and financial, been managed to ensure timely, cost-effective and efficient implementation process?
- What steps could be taken to improve project's over-all efficiency?
- Are there any alternative ways the project could have been implemented to achieve results with less inputs / funds?

Sustainability

- Are there factors, mechanisms and processes in the design and project implementation that support the sustainability of the project?
- Is there an existing transition plan or exit strategy of the project?
- What steps can be taken to improve program sustainability?

Objective 2: Assess emerging results and/or outcomes and progress towards project goals and Project Design Matrix

- What are the present situation of the targeted community considering project PDM (Project Design Matrix) indicators?
- What significant changes or improvements have the beneficiaries experienced since the start of the project?
- What extent did the project intervention influence the changes and improvements experienced by the beneficiaries?
- What are the indirect and unintended changes resulting from the implementation of the project?

Objective 3: 3. Identify issues, challenges, lessons and recommendations that surfaced during the implementation of the project to help improve program designing, planning and implementation

- What are the major challenges the project faced? Did this in any way affect the efficiency of project implementation?
- What were the good practices and lessons have the project learned on the following: (a) project design, (b) partnership building, (c) family selection (d) project implementation
- What recommendations have been identified to further improve project implementation or revisions of the plan/ design?

3. Study methodology**3.1 Methods of conducting the study**

Both qualitative and quantitative methods need to be applied for conducting this study. Type of methods and tools will be determined in consultation with designated personnel of HFHI-B.

3.2 Data Collection Methods:

After drafting of the data collection tools, there should be a field test then the tools will be finalized by consulting with designated personnel of HFHI-B. However, both primary and secondary data collection are highly recommended along with Key stakeholder interview (KII) and FDG.

4. Mid-term evaluation study work plan

The Consultant will prepare a work plan that will operationalize and direct the mid-term Study. The work plan will describe how the mid-term evaluation study is to be carried out, bringing refinements, specificity and elaboration to these terms of reference. It will be approved by HFHI-B designated person and act as the agreement between parties for how it is to be conducted. The Study work plan will address the following reporting elements:

- Overview of Program/project
- Expectations of the Study
- Roles and Responsibilities
- Methodology
- Framework
- Information Collection and Analysis
- Reporting mechanism
- Work Scheduling

5. Mid-term evaluation study report**5.1 Outline of the Report**

The report should contain the different elements mentioned below. All parts should be clearly distinguished from each other and of sufficient quality.

- i. Cover page
- ii. Table of contents
- iii. Acronyms
- iv. Mid-term benchmark at a glance. This will be a matrix presentation as per project logical framework matrix (Baseline status Vs Mid-term status)
- v. An executive summary that can be used as a document in its own right. It should include the major findings and summarize conclusions and recommendations.
- vi. Introduction: (i) project description and background context; (ii) Objectives of the Study; (iii) Scope and Methodology
- vii. The main questions and derived sub-questions.
- viii. A justification of the methods and techniques used (including relevant underlying values and assumptions, theories) with a justification of the selections made (of persons interviewed, villages or activity sites visited).
- ix. A presentation of the findings and the analysis thereof (including unexpected relevant findings). All study questions should be addressed, paying attention to gender, disability and child protection issues. The findings should be presented as per study objectives. *Here, chapter wise presentation should be presented as per project outcomes.*
- x. Lesson learning part should be presented in very specific orientation.

- xi. Recommendation part. In this section recommendations should be clearly related to conclusions but presented separately. Recommendations should be practical and if necessary be divided up for various actors or stakeholders and include guidelines of how they can be implemented
- xii. Conclusions, which will analyze the various study questions. Conclusions will have to be derived from findings and analysis thereof.
- xiii. Report annexes. (Data collection tools, Photos, etc.)

The reporting style should be clear and accessible. References to sources used, such as interviews, literature, reports, must be given.

5.2 Confidentiality

All information and documents that will be collected by the consultant will only be for the sole purpose of the study and should not be used otherwise. The consultant should also ensure confidentiality of interviewees and participants of group discussions unless consent was provided for reference.

The consultant is also expected to not use any information for other purposes without the approval of Habitat for Humanity International-Bangladesh (HFHI-B).

5.3 Mid-term Evaluation Study Report

The production of the Mid-term evaluation report will be the liability of the consultant covering all the aspects as outlined in the ToR. HFHI-B will be responsible for coordinating the exercise. The report will be:

- i. Produced in English language and should be simple in expression and easy to understand.
- ii. Maximum of 60 pages including annexes.
- iii. The report format and text should be an A4 paper size and a legible font (e.g. Times New Roman 11, Arial 11 or Cambria 11.)
- iv. The team will be liable to submit at least 06 (six) hard copies and 01 electronic copy (both Word and PDF formats) of the report by the agreed deadline.

6. Deliverables

The required outputs of this consultancy will be as follows:

- i. An inception report (maximum 05 pages) outlining the approach/methodology, evaluation matrix and execution program/timetable. This report shall be submitted for review and approval by HFHI-B two (2) working days after the signature of the contract before commencement of the work.
- ii. Data collection tools which shall be submitted within two (2) working days after the acceptance of the methodology for review and approval by HFHI-B.
- iii. Draft report which shall be submitted within seven (7) working days after completion of the field work and shall be accompanied with the raw data as collected by the data collection tools.
- iv. Conduct a workshop/ findings sharing meeting with the Stakeholders at HFHI-B Dhaka office.
- v. The final report which shall be submitted within three (3) working days after the stakeholders' dissemination workshop/ findings sharing meeting and shall incorporate HFHI-B and stakeholders inputs. The final report will be maximum of 60 pages including short annexes. Moreover, the report format and text should be an A4 paper size and a legible font (e.g. Times New Roman 11, Arial 11 or Cambria 11.) Nevertheless, the consultancy firm will submit at least 06 (six) hard copies (Color Print) and 01 electronic copy (Both Word and PDF formats) and raw database (Excel, SPSS or Access) of the report by the agreed deadline.

7. Consultancy duration

The entire period of this consultancy will be for forty (40) working days that will include preparation, development of the survey tools, testing and reviewing of the tools, actual field work, and data analysis, dissemination of the key findings to stakeholders and reviewing of the final report.

8. Submission/comments timing

All the required documents and reports in their draft and final versions shall be submitted to the Senior Manager, 'Program development and M&E' within the specified timing in section 6 of this ToR. The Program Officer-MEAL

commits to give written and verbal feedbacks to each of the submitted documents within five working days of receipt.

9. Expert profile

The team must be multidisciplinary as the mid-term evaluation is an opportunity to set the direction of all program components. To do technical assessment, the team should have one (1) WaSH expert and one (01) Development expert

At minimum the consultant(s) must possess the following:

- At least a Master's Degree in Social Sciences, Development Studies or Economics, Urban Planning, and Environmental Science.
- 5 years of demonstrated experience in social and community research in both rural and urban locations.
- Good understanding of the informal settlements with demonstrated practical working experience or research in such environments
- Experience of effective interaction with local national organizations, government departments, and international humanitarian actors
- Conversant with application of cross cutting themes like gender mainstreaming, and gender competence, M&E, Advocacy and child protection to programming
- Proven experience of using participatory rural appraisal (PRA) tools as the means of data collection for the Study
- Skilled and experienced in research in urban areas
- Good spoken and written communication skills in English
- Excellent analytical and report writing skills

10. Administrative information

10.1 Tax and VAT arrangements

HFHI-B will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

10.2 Bid Requirements

Consultancy firm and/or a team who meet the requirements should submit a maximum of 10 pages expression of interest, which should include the following:

- i. A suitability statement, including commitment to availability for the entire assignment.
- ii. A brief statement of on the proposed study methodology including a detailed work plan.
- iii. A detailed financial proposal, including daily cost as per major activity.
- iv. Updated curriculum vitae of consultant that clearly spell out qualifications and experience.
- v. Contacts of 3 organizations that have recently contracted the consultant to carry out the Study.

10.3 Supervision

The overall supervisor of this assignment will be the Senior Manager, Program Development and M&E Department, HFHI-B.

11. How to apply

If you are convinced you meet the above qualifications and requirements, please send to the address below your summarized C.V. (maximum three pages) which should outline your qualifications and relevant experience and a maximum one-page analysis highlighting your understanding of the work and the proposed methodology you will apply in delivering the intended objectives that is inclusive of the financial bid.

Address for Application:

The expression of interest should be submitted to the following address: Procurement Committee, Habitat for Humanity International–Bangladesh, House- 12 (3rd floor), Road- 16/A, Gulshan- 1, Dhaka- 1212 or by email to procurement@habitatbangladesh.org The closing date for submission is on **18 May 2019** by 4.30 pm.